



NOTICE OF INTENT TO CONDUCT A SPECIAL EVENT

The Notice of Intent will serve as notice and assist the Communications and Community Outreach office with event scheduling. The Notice of Intent does not guarantee event approval and we recommend you submit your application as early as possible. The Notice of Intent, as well as the full application, can be submitted no earlier than Nov. 1 of the year prior to your event. The completed application must be submitted a minimum of 60 days in advance of the event.

Event Name: _____

Event Date: _____ Start/End Times: _____

Location: _____

APPLICANT INFORMATION

Organization or Applicant Name: _____

Event Planner/Contact Person: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____ Fax: _____

Organization and/or Event Website: _____

What time will set up for the event begin? _____ What time will tear down be complete? _____

Number of event/volunteer staff: _____ Number of attendees expected: _____

- | | |
|---|---|
| Will your event include a park or trail? | <input type="checkbox"/> No <input type="checkbox"/> Yes |
| Will your event include a parade or race? | <input type="checkbox"/> No <input type="checkbox"/> Yes (complete FORM 6 and submit with application) |
| Will your event require street closures? | <input type="checkbox"/> No <input type="checkbox"/> Yes (complete FORM 7A and submit with application) |
| Will your event use tents/canopies/electricity? | <input type="checkbox"/> No <input type="checkbox"/> Yes (complete FORM 8 and submit with application) |
| Will your event include food or retail sales? | <input type="checkbox"/> No <input type="checkbox"/> Yes (complete FORM 9 and submit with application) |
| Will your event include amplified sound? | <input type="checkbox"/> No <input type="checkbox"/> Yes (complete FORM 9 and submit with application) |
| Will your event require security/police officer patrol? | <input type="checkbox"/> No <input type="checkbox"/> Yes (complete FORM 10 and submit with application) |
| Will alcohol be served? | <input type="checkbox"/> No <input type="checkbox"/> Yes (complete FORM 12 and submit with application) |
| Will your event include fireworks or open fires? | <input type="checkbox"/> No <input type="checkbox"/> Yes (complete FORM 13 and submit with application) |

Applicant Signature: _____ Date: _____

TOWN OF FIRESTONE USE ONLY

Permit/Request Reviewed By: _____ Department: _____

Edits: _____ Approved ☐ Denied ☐ Date: _____